



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

Re-posting-Previous Applicants Need Not Re-apply

<b>POSITION:</b>	<b>Legal Staff Assistant</b>
<b>DEPARTMENT:</b>	<b>Senate Chief Counsel for Employment</b>
<b>SUMMARY:</b>	See Attached Position Classification
<b>SALARY RANGE:</b>	<b>\$34,028 - \$52,743</b>
<b>CONTACT:</b>	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
<b>POSTING DATE:</b>	<b>April 22, 2008</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>May 6, 2008</b> Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please.  <b>* New *</b> E-mail your submission to <a href="mailto:resumes@sec.senate.gov">resumes@sec.senate.gov</a> . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.  All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



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## LEGAL STAFF ASSISTANT

### NATURE OF WORK

United States Senate Chief Counsel for Employment's (SCCE) Office of attorneys specializing in employment litigation has an outstanding front office support staff opportunity available. This is administrative work providing support to attorneys, paralegals, and litigation secretaries. Job duties include greeting and assisting clients/visitors, including Senators and their staff; monitoring and answering main office phone lines; filing documents with DC federal courts in accordance with statutory provisions; communicating with federal courts regarding pending lawsuits; delivering and picking up legal documents in the DC metro area; coordinating the scheduling and preparation of seminars; operating audio-visual equipment at seminars; maintaining the office's law library, including periodic looseleaf updates and volume replacement; shredding documents; and other duties as assigned. Work is bound by standard office policy and procedures. Work is performed under the immediate supervision of the Assistant Legal Administrator.

### ESSENTIAL FUNCTIONS

Greets and/or assists SCCE clients/visitors; answers and monitors main office phone lines and voice mailbox; directs callers, voice mail and telephone messages to the proper staff member; and sends, receives, and distributes materials via facsimile machine.

Maintains conference room schedule; monitors and orders office supplies; reconciles month-end Stationery Room billing; and monitors and coordinates pickup and delivery of materials.

Coordinates the scheduling, preparation, and set up of seminars and seminar materials; maintains seminar files; maintains and updates inventory of seminar binders and materials; coordinates production of materials with Printing and Graphics Department as needed; and operates PowerPoint presentation and videos at seminars.

Reviews published materials and make staff aware of noteworthy articles; and assists with the preparation and distribution of SCCE's newsletter.

Maintains law library; updates legal books with new materials; copies, distributes, and posts as requested; maintains office logs; provides copying and back-up secretarial support to Attorneys, Litigation Paralegals, and Litigation Secretaries.



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Conducts online legal research for daily updates to on-going litigation matters using PACER; emails staff with daily updates.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with daily walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

## **MINIMUM QUALIFICATIONS**

Work requires a High School diploma or G.E.D. with one to three years of office experience, preferably in a law firm or legal department; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Knowledge of business English, spelling, grammar, and business math.

Knowledge of modern office practices, procedures, and equipment.

Ability to prioritize and multi-task in a busy office environment.

Demonstrates a strong work ethic and ability to work well with a team.

Ability to proof read documents, organize the office, and accurately file documents.

Ability to use computer and relevant computer software packages (proficiency in Word Perfect, Word, and Excel desired).

Ability to reconcile monthly account statements and maintain accurate records.

Ability to deal with others using tact and diplomacy, have good interpersonal skills, and have a pleasant telephone manner.

Ability to communicate effectively, both orally and in writing.

Ability to work extended and unscheduled hours as dictated by case load and filing

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deadlines.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.